



Washington State Employee Tuition Exemption Request

SECTION ONE: To be completed by eligible state employees.

See reverse for eligibility information

Student ID Number	Last Name	First Name	MI
Address		City	State ZIP
Daytime Phone	Evening Phone	Date of Birth (MM/DD/YY)	
Email Address		For which quarter are you applying? <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year _____	
Name of Agency/Department/Institution of Higher Education		Position Title	How long in this position?
I have read the eligibility and registration instructions on the reverse side. By signing I affirm that I meet the eligibility requirements.		Signature	Date

SECTION TWO: To be completed by employee's supervisor or personnel office.

See reverse for eligibility information

Name (Please print)	Job Title
Name of Agency/Department/Institution of Higher Education	Phone Number
Address of Agency/Department/Institution of Higher Education	
City State ZIP	
Please check the appropriate box: <input type="checkbox"/> I certify that the person listed above is an eligible employee, employed halftime or more. <input type="checkbox"/> I certify that the person listed above is an eligible K-12 teacher or other certificated instructional staff holding or seeking a valid endorsement and assignment in the state-identified shortage area of _____	
Under the eligibility requirements listed on the reverse side, I certify that the person listed above is eligible to enroll using the state tuition waiver.	Signature Date

Registration Information

- A registration fee of \$20.00 per class, plus all fees associated with the class will be charged. If a student is not a continuing student, a non-refundable admissions application fee of \$30.00 is required.
- The Washington State Employee Tuition Waiver is applied on a space-available basis. As such, students using this waiver will not be allowed to register until after the third day of the quarter.
- A new Washington State Tuition Waiver form must be completed each quarter that the waiver is used.

For RTC Office Use only:

Processed by	Date
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**Eligibility Requirements and Registration Information
Washington State Employee Tuition Waiver (Space-Available)**

Eligibility

Renton Technical College will waive tuition fees for Washington State Employees employed half-time or more. This waiver is also available to teachers and other certified instructional staff employed at public common and vocational schools, holding or seeking a valid endorsement and assignment in a state-identified shortage area. This waiver can only be used for state-support credit classes. Students will be enrolled on a space available basis. See RCW 28B.15.558

Registration Instructions

The Washington State Employee Tuition Waiver is applied on a space-available basis. As such, students using the waiver will not be allowed to register for classes until after the third day of the quarter. Failure to comply with the instructions listed below will result in the student being responsible for full-payment at the full per-credit rate.

Tuition is not exempted for self-support, contract or continuing education classes. The Washington State Employee Tuition Exemption only applies to state-support classes.

One the first day of class we suggest the following:

- Go to the class of your choice on the first day of instruction. Let the instructor know that you are hoping to register as a Washington State employee under the space-available tuition waiver program. Ask the instructor if they feel that space “may” be available and, if so, request permission to visit the class until you can officially register.
- On the day you are permitted to register, have the instructor sign your Registration/Change of Schedule Form, giving you permission to enroll in the class, space permitting.
- Submit the Registration/Change of Schedule Form and the Washington State Tuition Waiver Form to Enrollment Services to complete the registration process.

Registration Procedures

- Complete an application for admissions and pay the \$30.00 admissions fee for the first quarter of attendance.
- Complete the reverse side of this form.
- Register between the 4th and 10th day of the quarter.
- Complete the Registration/Change of Schedule form, instructor’s signature required.
- Payment is due at the time of registration.

Registration Prior to the Above Dates

Students who register prior to the 4th day or after the 10th day of the quarter forfeit their ability to use this waiver and will be responsible for full payment at the regular per-credit tuition rate.